



## CITY OF LODI COUNCIL COMMUNICATION

**AGENDA TITLE:** Adopt Resolution Authorizing City Manager to Proceed with Installation of Security Improvements at Municipal Service Center, 1331 South Ham Lane in the Amount of \$83,990 and Appropriating Additional Funds (\$21,000)

**MEETING DATE:** May 21, 2008

**PREPARED BY:** Public Works Director

**RECOMMENDED ACTION:** Adopt a resolution authorizing the City Manager to proceed with installation of security improvements at Municipal Service Center, 1331 South Ham Lane and appropriating funds as shown below.

**BACKGROUND INFORMATION:** The Municipal Service Center (MSC), in the normal course of daily business and fueling, is very busy with City vehicles and equipment, transit buses, police cars, fire trucks, and service and delivery trucks all regularly entering and exiting. This high traffic volume, coupled with the limited space, makes safe driving in and out of the MSC a challenge.

The current practice is to leave the main Ham Lane entry gate open during daytime operating hours. Although this provides a convenience for delivery trucks and City staff, it makes all the City facilities and employees vulnerable to unauthorized vehicles and persons entering the yard. This "open gate" policy represents a significant risk to the City.

Until a few years ago, the gate on the Kettleman Lane side, near the Animal Services facilities, was left open all day as well. It was common practice for people to either drive or walk through the MSC yard as a short cut, so the Kettleman gate was closed and secured to prevent this. However, this also eliminated the option for City vehicles to use Kettleman Lane as an entrance/exit.

Foot traffic is extremely heavy at the sidewalk crossing the Ham Lane driveway, especially in the afternoon when the students are dismissed from Lodi Junior High School. Combined with the high vehicular traffic volume on Ham Lane at the same time, exiting northbound on Ham Lane can be dangerous.

It is staff's recommendation that the Ham Lane and Kettleman Lane access to MSC be made more secure by changing both gates to a regulated security card system and that gates automatically close except when delivery or City vehicles are present. In addition, non-delivery visitors will access the MSC through the Water Services Division reception office. Vehicle entry gates at both Ham Lane and Kettleman Lane will be commercial grade. The project will include some minor fence and concrete curb changes, as well as asphalt replacement.

Staff proposes that the security system be the same as, and linked to, the existing card access system at the Lodi Police Facility, saving the City approximately \$15,000 if a new stand-alone system were installed. Ingersoll Rand, the company that installed and maintains the Police Department, has given us a proposal of \$33,553 for equipment and installation. Due to the new internal high-speed fiber optic network capabilities that are now in place between the Police Department and the MSC, we can use existing Police Department equipment and just "add on" to that system. Council is asked to authorize the

**APPROVED:** \_\_\_\_\_  
Blair King, City Manager

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City Manager to negotiate and execute a purchase order to Ingersoll Rand as the sole supplier of the security card access system.

Staff has estimated the cost for gate replacements, fence modifications, concrete, asphalt, and electrical work, etc., and will obtain quotes for these aspects of the project. Multiple purchase orders will be required to complete this work, at an estimated cost of \$83,990, as shown below. This total does not include additional security cameras or intrusion alarm systems on any MSC buildings.

**ESTIMATED COST**

Ham Lane Gates and Operators	\$15,000
Kettleman Lane Gate Replacement and Operator	8,800
Security Access System	33,555
Concrete	5,000
Asphalt	10,000
Office System Furniture Modifications at Public Works Adm. Entry	3,000
Misc.: Door hardware, electrical, conduit, phone, wire, signage, sprinkler/landscape changes, etc.	1,000
Contingency - 10%	<u>7,635</u>
<b>TOTAL</b>	<b>\$83,990</b>

The work and tasks are all related but separate and specialized. The expectation is to contract out via separate purchase orders the Ham Lane and Kettleman Lane gates and closures, concrete, asphalt, and office systems furniture work. City staff may perform some of the above-described work with City forces, for example: modifying the door hardware, running wire, installing traffic loops, installing conduit, installing signage, electrical work, and painting.

**FISCAL IMPACT:** The MSC will have controlled and improved ingress/egress and a safe alternative for exiting and/or entering the MSC yard during congested periods will be provided. It is anticipated that this expenditure will reduce the security risks at this location and will therefore reduce the potential losses that might be incurred and charged to the self-insurance fund.

**FUNDING AVAILABLE:** Unencumbered Bond Proceeds (Electric Utility Department 2002 Certificate of Participation Series A) (161013): \$63,000  
Requested Appropriation: \$21,000 to be apportioned to those divisions benefiting from the security improvements: Water (180451), Wastewater (170401), Streets and Drainage (3215011), Fleet (260561), and Transit (125079) at \$4,200 per division.

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Kirk Evans, Budget Manager

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F. Wally Sandelin  
Public Works Director

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George Morrow  
Electric Utility Director

Prepared by Dennis J. Callahan, Fleet and Facilities Manager  
RCP/DJC/pmf

cc: Purchasing  
George Bradley, Streets and Drainage Manager  
Kirk Evans, Budget Manager

George Morrow, Electric Utility Director  
Charlie Swimley, Water Services Manager

RESOLUTION NO. 2008-\_\_\_\_\_

A RESOLUTION OF THE LODI CITY COUNCIL AUTHORIZING THE CITY MANAGER TO PROCEED WITH INSTALLATION OF SECURITY IMPROVEMENTS AT THE MUNICIPAL SERVICE CENTER, 1331 SOUTH HAM LANE, INCLUDING NEGOTIATION AND EXECUTION OF A PURCHASE ORDER TO THE SOLE SUPPLIER OF THE SECURITY CARD ACCESS SYSTEM; AND FURTHER APPROPRIATING FUNDS

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WHEREAS, the Municipal Service Center (MSC), in the normal course of daily business and fueling, is very busy with City vehicles and equipment, transit buses, police cars, fire trucks, and service and delivery trucks all regularly entering and exiting, making safe driving difficult; and

WHEREAS, the current practice of leaving the main Ham Lane entry gate open during daytime operating hours makes all the MSC facilities and employees very vulnerable to anyone who just drives or walks into the yard, as well as increases the risk of theft; and

WHEREAS, a few years ago, the gate on the Kettleman Lane side, near the Animal Services facilities, was closed and secured to prevent unauthorized entry, however, this took away the opportunity for City vehicles to use Kettleman Lane as an entrance/exit; and

WHEREAS, it is staff's recommendation that the MSC be made more secure by changing both gates to be regulated by the addition of a security card system and that practices be changed so that both gates automatically close except when vehicles are driving through; and

WHEREAS, staff proposes that the security card access system be the same as, and linked to, the existing card access system at the Lodi Police Facility, saving the City approximately \$15,000 for a new stand-alone system; and

WHEREAS, Ingersoll Rand, the company that installed and maintains the Police Department's security card access system, has given a proposal of \$33,553 for equipment and installation and staff recommends that the City Manager be authorized to negotiate and execute a purchase order to Ingersoll Rand as the sole supplier of the security card access system; and

WHEREAS, staff recommends contracting out via separate purchase orders the Ham Lane and Kettleman Lane gates and closures, concrete, asphalt, and office systems furniture work.

NOW, THEREFORE, BE IT RESOLVED that the Lodi City Council does hereby authorize the City Manager to proceed with installation of security improvements at the Municipal Service Center, 1331 South Ham Lane; and

BE IT FURTHER RESOLVED that the City Council does hereby authorize the City Manager to negotiate and execute a purchase order to Ingersoll Rand as the sole supplier of the security card access system in the amount of \$33,553; and

BE IT FURTHER RESOLVED that additional funds in the amount of \$21,000 be appropriated for this project from those divisions benefiting from the security improvements: Water (180451), Wastewater (170401), Streets and Drainage (3215011), Fleet (260561), and Transit (125079) at \$4,200 per division.

Dated: May 21, 2008

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I hereby certify that Resolution No. 2008-\_\_\_\_\_ was passed and adopted by the City Council of the City of Lodi in a regular meeting held May 21, 2008, by the following vote:

AYES: COUNCIL MEMBERS –

NOES: COUNCIL MEMBERS –

ABSENT: COUNCIL MEMBERS –

ABSTAIN: COUNCIL MEMBERS –

RANDI JOHL  
City Clerk

2008-\_\_\_\_\_